

Family Living Career Exploration Creating a Database

What is a database?

A database is a program that keeps track of lists of information. For example, a phonebook is a database. This school keeps information about you in a database. AppleWorks has a database that is easy to use, yet powerful enough to accomplish many tasks.

What can a database be used for?

A database keeps track of information. For example, you might have a collection of Marvel comic books. To keep track of the collection, a database can be set up--you simply type in the information you have about each comic book. For example, you would set up "fields" for comic book name, date published, cost of comic book, condition, and current value. Then, once all the data is typed in, you can look at, sort, and/or print the data as you need.

Who uses a database?

Almost everyone could use a database for some reason. Schools use them to keep track of students' information, schedules, grades, etc. Employers use them to keep track of employees, vendors, and customers; items in inventory; and equipment owned. Individuals use them to keep track of collectibles, names and addresses, and household inventory. If you have a list of data (information), you can put it in a database.

Name	Cell Phone	Social Media	Email Address
Amy Austin	8145551111	AppleAmy	AmyA@FordFlatter.net
Ben Brub	8145552222	Instagram	BenB@FordFlatter.net
Cristina Cherry	8145553333	CheerlyCristinaC	CristinaC@FordFlatter.net
Diane Davis	8145554444	DuchDiane	DianeD@FordFlatter.net
Elis Edwards	8145555555	ElisElis	ElisE@FordFlatter.net
Frank Foulmer	8145556666	FoulmerFrank	FrankF@FordFlatter.net
Grace Galtel	8145557777	QyG	GraceG@FordFlatter.net
Hank Harvey	8145558888	HockeyHank	HankH@FordFlatter.net
Isabella Ingels	8145559999	Isabella	IsabellaI@FordFlatter.net
Jim Jackson	8145550000	JimmyJ	JimJ@FordFlatter.net

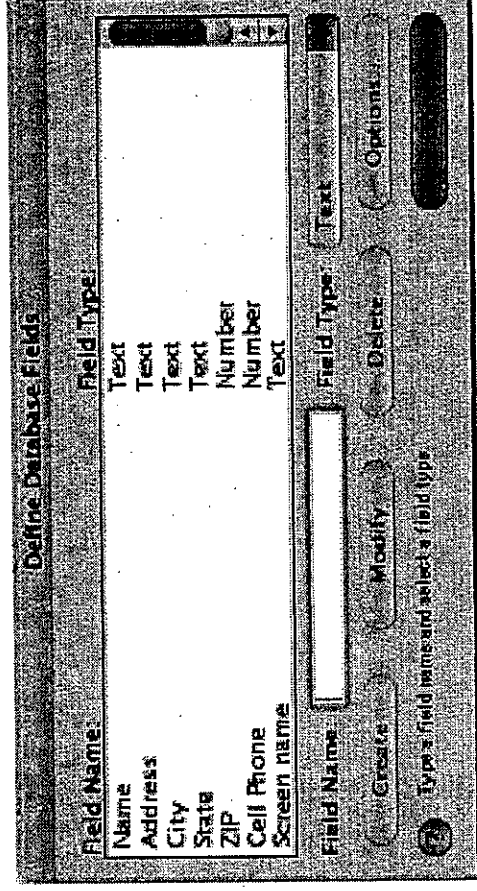
Why use a database?

A database is easy to set up, and once the data is typed in, it is easily manipulated--it can be sorted alphabetically, chronologically, or numerically, depending on your needs. You can simply view the data or print it out. The information stored in the database can be added to, changed, or deleted.

Let's get started!

To start a database, you need a list of data. It's a good idea to have your data on hand when you start so you can set up your database with the fields you need from the start. You also won't be wasting time running around looking for the information you need when you start entering data.

Open AppleWorks--and from the Starting Points window, click on the Basic tab, then click on Database. The first thing you'll need to do is identify the Fields, or categories, of information to be stored. For example, a phone book has *name*, *address*, and *phone number* listed--these are the fields. Along with the field, you will need to determine the Field Type. The data will be either text (words); a number; a date; time; or one of several others you can choose. It is important to choose the correct field type so that the data can be manipulated the way you want.



To set up the database, simply type in the field name, choose the field type, and click Create. Continue in this manner until all your fields are typed in (remember to click Create after the last one!); then, click Done.

Now, you are looking at a blank record. (A record is all of the information you have about one person or thing.) Your task now is to type in the data you have to be stored in the data base. Type carefully, using the Tab key to move your insertion point to the next field. When you finish typing the data in for one record, press Command-R to get a new blank record.

Name	Address	City	State	ZIP	Cell Phone	Screen name	email address

Remember to save periodically so as not to lose your information.

Tri-Fold Brochure Assignment

Directions

Launch Word

Set up document

Go to File, Page Setup

Change to Landscape—OK

Go to Format, Document

Change margins to .5 for top, bottom, left, and right—OK

Click on Columns button in toolbar or go to Format, Columns

Choose three columns

Save; title your document FL All About Me

Column 1

Title “What I Like”

Type a list of things/subjects you like with short explanations; include pictures/clip art

Go online—find photos

Hold down Ctrl button and click on photo—choose Copy Image or save to iPhoto

Click on your document where photo should go—Go to Edit, Paste (or Apple-V) or import from iPhoto

When you are ready to go to the next column: Go to Insert, Break—choose Column Break Continue with next column
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Column 2

Title “What I Don’t Like”

Include things you don’t like or things you aren’t good at on the top half

and “The Funniest Thing to Happen to Me”

A quick story/description of something that happened to you

Column 3

Title “What Others Say I’m good at”

Include who said what, and what was said

Column 4

Title “About Me”

Name, age/birthday

Family, pets, where I live

Favorite things (color, food, activity, etc.)

Clubs/organizations

Results from aptitude assessment

Column 5

Title “My Dreams”

What I’ll be doing, where I’ll be living 10 years from now

What I wish I could do now/in the future

Column 6

Cover for tri-fold brochure

Include Name

Title

Day, Block, Group

After you have entered all information into your document, take some time to:

Proofread! Make sure you have everything spelled correctly!

Double-check to make sure you have everything on the pages that needs to be included!

Choose a font that is easy to read—avoid more than two fonts

Make sure columns are balanced—look even on page

Add returns to move text down on page

FAMILY LIVING
All About Me Tri-Fold Brochure
Editing Instructions

Step 1: Check Content

Each column should contain no more than two pictures
Each picture should be no larger than 1.5" in height (check against the ruler on the left side of your screen)

Each column should be full—text should fill the column around the pictures

Check each column to make sure you included everything required

Columns not full? What else can be included in them?

Likes/dislikes from Washington, D.C. trip or any other travels

Friends (current/past)

School (likes/dislikes/strengths/weaknesses)

Food (favorites/dislikes/ability to cook)

Pastimes (hobbies, clubs, organizations, etc.)

Interesting facts (number of schools you have been to; moving from

another state; pets you have; travels; meeting a celebrity, etc.)

Wishes (something you want to do but can't)

Dreams (future plans, jobs/careers, college, family, travel, etc.)

Step 2: Proofread

Use spell check! Then, go back and proofread for misused words that spell check missed

Check capitalization! Make sure each proper noun is capitalized

Check punctuation! Read your sentences/statements for clarity

Step 3: Visual Appeal

Adjust alignment (left, center, right align)

Change fonts (choose an easy-to-read font)

Change font size (no larger than 16 for titles; no larger than 14 for body of columns)

Adjust colors—if you changed from black to another color, adjust the color to a dark shade so it will show up when printed!

Check for blank pages at the end of your document; if there are, click at the end of the blank page and press delete until page disappears

Step 4: Receive O.K. to print

Let Mrs. Donovan or Mrs. Mackowski check your brochure before printing

SORTING YOUR CAREER DATABASE...

What are we doing, why are we sorting our database?

Sorting our database allows us to view our database information in many different formats. Such as organizing our information by careers requiring a BA degree, or careers with an increasing job outlook.

Practice Sorting

First, we will practice sorting our database.

1. Go to ORGANIZE on your top toolbar.
2. Then go to SORT RECORDS.
3. Select the field you are most interested in involving your careers. Such as salary, employment outlook, etc... Click OK.

Finalizing your Database to Print

1. Go to LAYOUT, click NEW LAYOUT
2. Under name, type: CAREER OUTLOOK
-click COLUMNAR REPORT
-click OK
3. Select (double-click) CAREER/JOB, EDUCATION REQUIRED, EMPLOYMENT OUTLOOK
- click OK
4. Go to LAYOUT
-click LAYOUT
-click on and drag to move column headings and text boxes
-click on and drag edge to make text boxes longer
-go to LAYOUT, BROWSE
5. Go to WINDOW
-click PAGE VIEW
6. Go to FORMAT
-click on INSERT HEADER
-type: (YOUR NAME HERE) example : Ms. Davis
7. Go to FILE
-PRINT
-561L printer

